

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
CalWORKs PROGRAM ADMINISTRATION**

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

TRANSFER OPPORTUNITY

Management Analyst

CalWORKs Program Administration

CalWORKs Program Administration program seeks to fill a full-time vacant position for a Management Analyst. The person selected for this position will be located at DMH Headquarters as part of the CalWORKs Program Administrative Unit.

ESSENTIAL JOB FUNCTIONS:

- Analyzes the administration of the evidence-based practice Supported Employment Individual Placement and Support (IPS).
- Prepares records, reports and mechanisms for the purpose of monitoring the fidelity of Supported Employment IPS with respect to the adherence of this evidence-based practice.
- Conducts Supported Employment IPS Fidelity Reviews as a member of the CalWORKs team, which includes reviewing and analyzing clinical documentation.
- Performs analyses of clinical records related to treatment planning and level of care assignment.
- Researches clinical records to analyze appropriateness of client enrollment and participation in Supported Employment IPS.
- Conducts chart reviews to ensure treatment practices are consistent with Supported Employment IPS Fidelity.
- Prepares comprehensive fidelity reports following Supported Employment IPS Fidelity Reviews.
- Designs graphical presentations and delivers to management and CalWORKs mental health providers (contracted and directly operated clinics) concerning Supported Employment IPS program development, implementation and evaluation.

- Provides in-service trainings and technical assistance to CalWORKs mental health providers' staff (contracted and directly operated clinics).
- Assists in the development of CalWORKs policies and procedures and monitors CalWORKs programs' compliance.
- Investigates problems and complaints by, about, and from participants, CalWORKs providers, DPSS, other county departments, DMH staff, and the general public.
- Conducts formal and informal site visits to CalWORKs providers within Los Angeles County, which includes facilitating the review and writing comprehensive reports
- Other duties that may be assigned by management or supervisor.

ESSENTIAL QUALIFICATIONS:

- Clinical assessment and diagnostic skills.
- Excellent organizational and planning skills.
- Strong oral and written communication skills.
- Excellent interpersonal skills.
- Adaptable and flexible.

Interested applicants who are currently holding the payroll title of Management Analyst may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards by **5:00 PM on Friday, October 16, 2015 to:**

Johnnetta Martin, Staff Assistant I
 Fax: (213) 637-0790
JMMartin@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER